

Approved For Release 2003/08/20 : CIA-RDP83-00957R000100020033-0  
ROUTING AND TRANSMITTAL SLIP

3/6/80

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. C/P4TS		BDC	3/6
2.			
3. C/R4SB			
4. Official file			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

3. Please distribute to all  
OL careerists (including  
outside components).

P4TS will need 50 extra  
copies. (without the note.)

Print two-sides of one page.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Amen, OL/P4TS

Phone No.

The attached Section XII, Selection and Conversion to the Officer Career Track, is to be added to the OL Personnel Handbook, and should be included in the Table of Contents.

Please ensure that all ML careerists see this new section.

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## SECTION XII

### SELECTION AND CONVERSION TO THE OFFICER CAREER TRACK

#### I. ML Careerists

ML careerists may enter the "officer" career track through the clerical, secretarial, or wage fields. In view of the keen competition with applicants who have college degrees and enter the officer category directly, careerists entering through a non-officer category must be evaluated prior to conversion.

An evaluation will consist of a review of the employee's complete record, i.e., overall performance, initiative shown in increasing his/her academic background, types and amount of training completed, oral and written expression, supervisory and management potential, etc. Test results--DAT, PETB, PATB or other tests, as appropriate--also will be taken into consideration.

#### Procedures

a. Requests for conversion may be initiated by employees, career panels, division chiefs, or OL/P&TS. (The Clerical and Wage Panels may request that the supply, procurement, or real estate panel review certain wage, MLA or MLC employees.)

b. OL/P&TS will schedule the appropriate test(s) and prepare the total package for consideration by the career panel.

c. The appropriate career panel will evaluate the employee and make a recommendation to the senior official in the functional area in which the employee is seeking entrance, i.e., C/SD, C/RECD, C/PMS. The panel acts in an advisory capacity only.

d. The senior official will make a recommendation to the Director of Logistics through C/P&TS.

e. C/P&TS will review the background information and the recommendations. Where C/P&TS and the senior official agree on the recommendation, C/P&TS will begin the conversion process without further review. Where there is disagreement, C/P&TS will forward the case to the D/L for approval/disapproval.

f. Employees in the clerical, secretarial, or wage field who are selected for conversion to the officer career track will serve an initial 9-12 month trial period. During the trial period, the employee will be given an assignment similar to the ones usually given to junior officers. At the end of the trial period, the supervisor will prepare a report of the employee's performance and submit it to OL/P&TS. OL/P&TS again will present the case to the senior official in the functional area to get a recommendation to change the employee to a functional career service designation. Where C/P&TS and the senior official are in agreement, the service designation will be changed without further review. Where there is disagreement, C/P&TS will forward the case to the D/L for approval/disapproval.

g. Employees who are not recommended for the final step in the conversion process, i.e., change to a functional service designation, will be reassigned to a position outside the officer career track.

h. Since the selection for conversion to the officer career track is based to a certain extent on the expectation that employees without degrees will continue to pursue academic/technical training, those without degrees will have their status reviewed annually until they reach GS-10. (GS-10 is the level at which "officer" title generally is bestowed and anyone promoted to GS-10 or above should have the necessary "officer" qualifications.) The review will cover performance, academic/technical pursuits, and internal/external training. Employees who are not actively engaged in academic/technical course work will be counseled and reminded that they may be less competitive for supervisory and/or managerial jobs and promotions and may not reach the officer level.

## II. Non-ML Careerists

Agency employees outside the Logistics Career Subgroup who seek to become ML careerists, whether clerical or officer, are evaluated and processed by OL/P&TS in the same manner as external Agency applicants.